



United States Department of the Interior
Bureau of Land Management

Eastern States
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IN REPLY REFER TO:
1400 (910) P

EMS Transmission: 10/25/2007
Instruction Memorandum No. ES-2007-16
Expires: 09/30/2008

To: All BLM-Eastern States Employees

From: State Director, Eastern States

Subject: BLM-Eastern States (BLM-ES) Human Resources Development Committee (HRDC) Charter

Program Area: Human Resources.

Purpose: This Instruction Memorandum (IM) transmits the approved charter for, and identifies the members of, the BLM-ES HRDC.

Policy/Action: The attached charter establishes roles and responsibilities for the BLM-ES HRDC.

The HRDC is charged with:

- Promoting the development of human resources within the BLM in an effective and economical manner;
- Providing recommendations for training, employee development, employee recognition, career development, organization development, personnel/Equal Employment Office (EEO) program opportunities and employee wellness;
- Serving as a clearing house to direct concerned employees to assistance available through the BLM; and
- Seeking resolution of employee concerns and issues to improve job satisfaction, employee contribution to the organization, and morale of the workforce.

Timeframe: This IM is effective upon receipt.

Budget Impact: The impact on the BLM-ES budget is expected to be minimal.

Background: As a result of a recent Eastern States Leadership Team (ES LT) meeting, a decision was made to form a Human Resources Development Committee (HRDC) in BLM-ES. This will be a committee made up of employees who will represent their fellow employee's concerns and ideas to the ES LT.

Manual/Handbook Sections Affected: None.

Coordination: Current members of the HRDC.

Contact: Terry Lewis, Acting Associate State Director, at (703) 440-1712.

Signed By:
A. Barron Bail
Acting, State Director

Authenticated by:
Pam Mozina
Records Administrator

1 Attachment

1 - Charter - BLM-Eastern States Human Resources Development Committee (6 pp)